

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814



December 24, 1975

ALL-COUNTY LETTER NO. 75-265

TO: ALL COUNTY WELFARE DIRECTORS  
WELFARE FISCAL SUPERVISORS  
COUNTY AUDITORS  
ADMINISTRATIVE SERVICES OFFICERS  
ALL COUNTY DISTRICT ATTORNEYS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENDITURE CLAIM -  
CHILD SUPPORT INFORMATION

REFERENCE:

This letter is to provide you with information for claiming county welfare department child support expenditures. Included are instructions for claiming child support EDP costs, district attorney child support costs prior to July 1, 1975, and Title IV-D child support costs for the September 1975, quarter.

1. Child Support EDP Costs

State law mandates that the child support fiscal services functions (i.e. calculation of the disregard, pass-on and SEIF processing) be CWD responsibilities. It is our understanding that some counties will be computerizing these activities. Development of all EDP systems for the purpose of automating the Title IV-D Child Support Program must have approval prior to claiming reimbursement. Guidelines for submittal of material are provided in Circular Letter No. 2580. You may also contact:

Department of Benefit Payments  
County EDP Systems Bureau  
744 P Street  
Sacramento, California 95814  
Phone 916/445-0180

Once prior approval has been received, the county may claim costs for Title IV-D child support EDP operations by one of the three following methods.

- a. If the county EDP system has a pure Title IV-D data base and is being used only for the Child Support Program, these EDP costs should be shown on the District Attorney's Child Support Claim, CA 356, Group II D.

- b. If the county EDP system for Title IV-D child support is integrated with other district attorney non-child support reporting systems, EDP costs must be included in the district attorney's indirect cost rate proposal and identified as child support vs. non-child support expenditures. Those costs identified to child support may then be shown on the District Attorney's Child Support Claim CA 356, Group II D.
- c. In counties where the EDP system has the IV-D child support information integrated with the county welfare department program data base, EDP costs must be entered on the County Welfare Department's Administrative Expenditures Claim, DFA 325.1 Group II, C 5. A portion of the EDP costs will then be distributed to the Child Support Program based on the number of child support cases on the EDP system compared to total cases in the system. For EDP allocation purposes, child support cases are defined as each "absent parent."

Reimbursement will not be provided for any child support EDP costs, either developmental or operating, until prior approval has been obtained. However, counties who are already incurring costs for their Title IV-D EDP system, should include these expenditures on the appropriate claim in order to establish an "intent to claim." If the child support EDP data base is integrated with the county welfare department EDP, the allocation system outlined in Item c (above) is to be used and a copy of the approval letter from County EDP Systems Bureau is to be submitted with the County Welfare Department Administrative Expense Claim. If such approval has not been granted, EDP costs attributed to the child support functions will be disallowed by Claims Audit and Control Bureau until such approval is received.

If the EDP system has a pure Title IV-D data base or is integrated with other district attorney non-child support reporting systems (Item a and b above) identify the EDP costs on the District Attorney's Claim. If the EDP costs have not been approved, type Group VII and the title, "Extraneous" on the CA 356 claim form, and show the costs here. Do not include this amount in Group VI, Total Child Support Costs. Once the EDP system has been approved, include a copy of the approval letter with the District Attorney's Claim and identify the costs on the appropriate EDP line.

## 2. District Attorney Child Support Costs Prior to July 1, 1975

All administrative child support costs incurred prior to July 1, 1975, but not yet claimed should be included on the County Welfare Department Administrative Expenditures Claim for the October - December 1975 quarter. These costs are to be identified separately as fiscal year 1974/75 child support costs and entered on the DFA 325.2, Group III, B 3. They may only be claimed by counties who had prior approval from DBP for claiming district attorney child support costs for the 1974-75 fiscal year. These costs will be allowed only on the December 1975 quarter claim and will be reimbursed 50% federal, 25% state, 25% county.

## 3. County Welfare Department Title IV-D Child Support Costs for the September 1975 Quarter

As stated in All County Letter 75-210, Title IV-D reimbursement is available for child support costs from July 1, 1975 forward. As the counties did not time study to the child support function during the September quarter, the

November 1975 time study will be used as the basis for computing Title IV-D child support costs for both the September and December 1975-76 quarters. County welfare department child support (IV-D) costs for both the September and December quarters will be computed on the December CWD Administrative Expense Claim. No revisions or corrections are to be made to the September claim.

The following procedures are to be followed:

- A. Identify the salaries of all county welfare department employees who should have completed a child support time study, DFA 49, in the September quarter. The salaries to be identified would have been included in the September 1975 claim on the DFA 325.1 Allocable Social Services (Group I A), Allocable Eligibility/Nonservice (Group I B), Clerical Support, (Group II A 1), Administrative Support, (Group II A 2) or possibly (Group III B), Direct Charge Eligibility/Nonservice.
- B. For the child support salaries shown on the September 1975 claim in any of the above categories, enter an equal credit amount in the respective category on the December 1975 claim. This will reduce the amount claimed in that category (Allocable Social Services, Clerical Support, etc.) on the December 1975 claim by the amount which was overclaimed in that category on the September 1975 claim. The amounts credited to those categories should then be included in the Allocable Child Support salary pool, Group I C, on the DFA 325.1. Please remember that the salaries to be identified are those of county welfare department employees who should have completed the child support time study, DFA 49 in the September quarter.
- C. On the December claim, DFA 325.1, for each pool altered by these instructions, identify the appropriate salaries for the December quarter, the salary credit for September, and the total amount being claimed. A sample format is attached.
- D. On the December claim, DFA 325.1, Group II Computations, Overhead, double the number of hours shown on line 3, total child support hours. Then calculate the overhead ratios on lines 5, 6, and 7. By doubling the child support hours, twice as much overhead will be allocated to this program. This figure will then include overhead appropriate to both the September and December quarters.
- E. Please type on the top of the DFA 327.8 "Child Support Costs for the September and December 75/76 Quarter." A copy of this page is to be sent to the district attorney's office.
- F. The September quarter child support costs are reimbursable at 75% federal, 12 1/2% state and 12 1/2% county for the first 2 1/2 months of the quarter. The state will make an in-house adjustment to the District Attorney's claim in order to provide the correct reimbursement. All child support costs from September 19, 1975, forward will be funded 75% federal, 25% county.

#### 4. Welfare Fraud

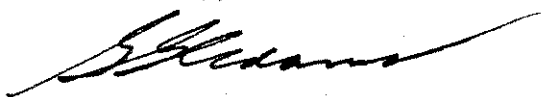
As a reminder, the Title IV-D, Child Support Program, did not change the existing restrictions on non-child support welfare fraud investigation being

performed by agencies other than the welfare department. Federal financial participation is available only for welfare fraud investigation performed by the welfare departments. Thus, non-child support welfare fraud (AFDC, NAES, MNO, etc.) functions performed by the district attorney's office are not reimbursable.

If there are any questions concerning which district attorney fraud activities are considered child support fraud activities, and thus funded under Title IV-D, refer to the Title IV-D Child Support Manual Section 25-930.60. This manual was distributed with All County Letter 75-214, issued October 9, 1975.

If there are any questions on the above material, please contact Robi Gould or Ernie Van Sant at 916/445-7046.

Sincerely,



GARY G. ADAMS  
Deputy Director

Attachments

cc: CWDA

## EXPENDITURE SCHEDULE AND CERTIFICATION

COUNTY  
SamplevilleQUARTER ENDING  
December 1975

PAGE 1

|  |                                    | TOTALS OF<br>SPECIFIC COSTS<br>WITHIN SUBGROUPS | TOTAL      |
|--|------------------------------------|---|------------|
| <b>GROUP I CASEWORK COSTS (Personal Services)</b>                                    |                                    |   |            |
| A. Allocable Social Services . . . . .   |                                    |   | \$ 125,000 |
| B. Allocable Eligibility and Nonservice (including BHL clerical staff). . . . .      | (12/75) \$150,000 (9/75) <\$10,000 |   | \$ 140,000 |
| C. Allocable Child Support . . . . .   | (12/75) \$20,000 (9/75) \$20,000   |   | \$ 40,000  |
| <b>GROUP II ALLOCABLE SUPPORT COSTS</b>  |                                    |   |            |
| <b>A. PERSONAL SERVICES</b>  |                                    |   |            |
| 1. Clerical Support (except BHL) . . . . .   | (12/75) \$50,000 (9/75) <\$10,000  | \$ 40,000                                       |            |
| 2. Administrative Support. . . . .   |                                    | \$ 60,000                                       |            |
| 3. Travel. . . . .   |                                    | \$ 20,000                                       |            |
| <b>B. OPERATING COSTS - If additional space is necessary attach a separate sheet</b> |                                    |   |            |
| 1. Space (Itemize)   |                                    |   |            |
|  | LOCATION                           | COSTS   |            |
| a. _____   |                                    | \$ _____  |            |
| b. _____   |                                    | \$ _____  |            |
| c. _____   |                                    | \$ _____  |            |
| d. _____   |                                    | \$ _____  |            |
|  |                                    | \$ 10,000                                       |            |
|  |                                    | \$ 40,000                                       |            |
| 2. Other Operating Costs. . . . .  |                                    |   |            |
| <b>C. PURCHASE OF SERVICES</b>   |                                    |   |            |
| 1. Public Agencies (A-87) - Allocated through county A-87 Plan. . . . .              |                                    | \$ 30,000                                       |            |
| 2. Public Agencies - Direct billed or memo billed. . . . .                           |                                    | \$ 10,000                                       |            |
| 3. Private Agencies . . . . .  |                                    | \$ 10,000                                       |            |
|  |                                    |   | \$ 220,000 |
| <b>GROUP II SUBTOTAL - TOTAL OF II A.1 THROUGH II C.3. . . . .</b>                   |                                    |   |            |
|  |                                    |   | \$ 10,000  |
| 4. EDP - Allocated through county A-87 Plan . . . . .                                |                                    | \$ 40,000                                       | \$ 50,000  |
| 5. EDP - Direct billed or memo billed . . . . .                                      |                                    |   |            |

## GROUP II COMPUTATIONS - SEPARATION OF ALLOCABLE SUPPORT COSTS BETWEEN SOCIAL SERVICES, ELIGIBILITY AND CHILD SUPPORT

| OVERHEAD   |               | EDP*   |         |
|--|---------------|--|---------|
| 1. Total Hours from DFA 47 . . . . .                                 | 6,000         | 1. Number of Cases in Services . . . . .                   |         |
| 2. Total Hours from DFA 323 . . . . .                                | 10,000        | 2. Total Eligibility Cases . . . . .                       |         |
| 3. Total Hours from DFA 327.8, Part I, Line F . . . . .              | 2x1500= 3,000 | 3. Total Child Support Cases . . . . .                     |         |
| 4. Grand Total (Lines 1, 2, and 3). . . . .                          | 19,000        | 4. Total of Lines 1, 2, and 3 . . . . .                    |         |
| 5. % of Services Overhead (Line 1 ÷ Line 4) . . . . .                | 32            | 5. % of Services EDP (Line 1 ÷ Line 4) . . . . .           |         |
| 6. % of Eligibility Overhead (Line 2 ÷ Line 4) . . . . .             | 53            | 6. % of Eligibility EDP (Line 2 ÷ Line 4) . . . . .        |         |
| 7. % of Child Support Overhead (Line 3 ÷ Line 4) . . . . .           | 15            | 7. % of Child Support EDP (Line 3 ÷ Line 4) . . . . .      |         |
| 8. Total of Lines 5, 6, and 7 must equal . . . . .                   | 1.00000       | 8. Total of Lines 5, 6, and 7 must equal . . . . .         | 1.00000 |
| 9. Services Overhead - Line 5 x Group II Subtotal \$ . . . . .       | 70,400        | 9. Services EDP - Line 5 x Total EDP Costs . . . . .       | \$      |
| 10. Eligibility Overhead - Line 6 x Group II Subtotal \$ . . . . .   | 116,600       | 10. Eligibility EDP - Line 6 x Total EDP Costs . . . . .   | \$      |
| 11. Child Support Overhead - Line 7 x Group II Subtotal \$ . . . . . | 33,000        | 11. Child Support EDP - Line 7 x Total EDP Costs . . . . . | \$      |

\* To be completed by only those counties with an approved Social Services History Reporting system, or using EDP for Child Support.

## Child Support Costs for September and December 75/6 Quarter

DEPARTMENT OF BENEFIT PAYMENTS

CHILD SUPPORT  
Effective July 1975

|                       |             |                  |                                 |        |
|-----------------------|-------------|------------------|---------------------------------|--------|
| COUNTY<br>Sampleville | COMPILED BY | TELEPHONE NUMBER | QUARTER ENDING<br>December 1975 | PAGE 8 |
|-----------------------|-------------|------------------|---------------------------------|--------|

A COPY OF THIS PAGE IS TO BE SENT TO DISTRICT ATTORNEY'S OFFICE FOR BILLING PURPOSES.

PART I. CHILD SUPPORT TIME SUMMARY AND FUNCTION  
ALLOCATION RATIOS

| Quarter Ending | FUNCTION                       | TOTAL<br>ALLOCABLE<br>HOURS 1/ | ALLOCATION<br>RATIO 2/ |
|----------------|--------------------------------|--------------------------------|------------------------|
| A              | Administration                 | 0-                             | 0                      |
| B              | Fiscal Services                | 1,500                          | 1.0000                 |
| C              | Establishment of Paternity     | 0                              | 0                      |
| D              | Location of Absent Parent      | 0                              | 0                      |
| E              | Support Obligation/Enforcement | 0                              | 0                      |
| F              | TOTAL                          | 1,500                          | 1.00000                |

1/ Total Allocable Hours - Accumulate from DFA 49, Lines 1 thru 5.

2/ Allocation Ratio - Determine ratios by dividing Total Allocable  
Hours for each function by Total Child Support  
Hours, Line F.

## PART II. CHILD SUPPORT COST DISTRIBUTION

| L<br>I<br>N<br>E | FUNCTION                       | RATIO<br>1/<br>2 | ALLOCABLE<br>CHILD SUPPORT<br>Total x Col. 2 Ratio<br>2/ | DIRECT COSTS<br>PURCHASE<br>OF SERVICE<br>DFA 325.2, from<br>Group III C. 2, 3/ | SUMMARY<br>TOTAL CHILD<br>SUPPORT COSTS<br>Total of Col. 3<br>plus Col. 4 |
|------------------|--------------------------------|------------------|--|---|---|
|                  |                                |                  |  |   |   |
| A                | Administration                 | 0                | 0  | 0   | 0   |
| B                | Fiscal Services                | 1.00000          | 73,000   | 0   | 73,000  |
| C                | Establishment of Paternity     | 0                | 0  | 0   | 0   |
| D                | Location of Absent Parent      | 0                | 0  | 0   | 0   |
| E                | Support Obligation/Enforcement | 0                | 0  | 0   | 0   |
| F                | TOTAL                          | 1.00000          | 73,000   | 0   | 73,000  |

1/ For Lines A through E, bring ratios forward from Part I, Allocation Ratios.

2/ Total of DFA 325.1, Group I, Line C, Allocable Child Support  
plus DFA 325.1, Group II Computations, Overhead, Line 11, Child Support Overhead.  
plus DFA 325.1, Group II Computations, EDP, Line 11, Child Support EDP  
plus DFA 325.2, Group III, Line C. 1, Cooperative Agreements.

3/ Direct charge to function from DFA 325.2, Group III C. 2.